



Maine Department of Environmental Protection

## General Application for Waste Discharge Permit

For all discharges to surface waters, except for Over Board Discharges

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Regulatory requirements for the preparation and filing of applications may be found in Chapters 2, 521 and 522 of the Department's rules.

### GENERAL INSTRUCTIONS

1. This general form is to be used to make application for the discharge of pollutants to the surface waters of the State, from all source except from privately owned discharges subject to the Over Board Discharge Program requirements.
2. Applicants are responsible for publishing public notice of their application at the time it is filed with the Department. See pages 7 and 8.
3. For a proposed new discharge of wastewater of more than 25,000 gallons per day or a project involving licenses from more than two bureaus in DEP, an applicant must conduct a public informational meeting before submitting an application to the Department. See page 7.
4. In some circumstances an applicant must have a pre-application or pre-submission meeting with the Department prior to filing of an application. See page 9.
5. At the time an application is filed with the Department, a copy must be provided to the municipal office and notice provided to all abutters by certified mail. See page 7.
6. Application fees must be paid at the time an application for a **new** discharge or permit is filed. Contact the Department for additional information and calculation of the fee amount. For existing discharges, fees are charged on an annual basis and application fees are not required with an application for permit renewal.
7. Attach additional sheets as necessary in answering specific questions. Be sure to number each sheet to identify the question to which it pertains.
8. Failure to fully complete all required forms or to pay necessary application fees will result in the application being returned.
9. After completing the application, submit 2 copies to:

Maine Department of Environmental Protection  
Bureau of Land and Water Quality  
Division of Water Resource Regulation  
State House Station 17  
Augusta, Maine 04333-0017

10. Please read the entire application form before furnishing any information. If you need any assistance in filling out the form or required attachments, please contact the Department at the above address or by calling (207) 287-3901.

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Assigned Project Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_

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this application is for:

New discharge ☐  
Renewal ☐  
Increased discharge ☐  
Transfer of owner ☐  
Modification ☐  
Other: \_\_\_\_\_

If assigned:

Permit number: ME \_\_\_\_\_

DEP number: W- \_\_\_\_\_ - \_\_\_\_\_

FACILITY AND APPLICANT INFORMATION
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1. Name of Facility: \_\_\_\_\_

2. Name of Receiving Water(s): \_\_\_\_\_

3. Name of Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Person to whom correspondence regarding this application should be sent (if different from owner)

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Facility Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

6. Operator Information (if different from owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. Operator Status: ☐ Federal ☐ State ☐ Other Public ☐ Private ☐ Other \_\_\_\_\_

NOTE: If a wastewater treatment facility is operated under a contract with third party, the contract for services must be reviewed and approved by the Department.

8. Person in responsible charge of the treatment facility operations

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Operators license #: \_\_\_\_\_ Grade: \_\_\_\_\_ Professional Engineer? \_\_\_\_\_

9. Nature of business and activities requiring Waste Discharge Permit:

10. Standard Industrial Codes for primary activities, in order of importance.

Code #	Name	Code #	Name
#1		#2	
#3		#4	

11. Is this treatment facility or activity located on Indian Lands? ☐ Yes ☐ No

12. List other existing or required environmental permits needed for operation of the facility

Permit	Permit Number	Remarks
Sludge disposal or use		
Air emissions		
Hazardous waste		
Site location		
Underground Injection		
Other (specify)		
Other (specify)		

SUPPORTING MATERIALS AND REQUIRED ATTACHMENTS
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12. For **new and transfer applications only** from privately owned facilities, include:

- ☐ A Certificate of Good Standing issued by the Maine Secretary of State.
- ☐ Proof of Title, Right or Interest in the property on which the treatment system and outfall pipes and structures are or will be located. A deed, lease or purchase agreement is required. If any part of the facility or outfall is located on property owned or controlled by another person, submit a copy of a lease or deed easements.

13. For **transfer applications only**, answer the following and skip to the Certification on page 6.

- A. Name of current/former owner: \_\_\_\_\_
- B. Describe any planned changes in the current discharge: \_\_\_\_\_
- C. Provide a statement describing the technical and financial capacity to comply with the current permit conditions and applicable laws and rules.

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14. Unless submitted previously and there have been no changes, provide a topographic map (or other map if a topographic map is unavailable) extending one mile beyond the property boundaries of the source, depicting the facility and each of its intake and discharge structures (showing latitude and longitude to the nearest 15 seconds), each of its hazardous waste treatment, storage, or disposal facilities; each well where fluids from the facility are injected underground; and those wells, springs, other surface water bodies, and drinking water wells listed in public records or otherwise known to the applicant in the map area.

15. If modification of an existing permit is being requested, attach a statement describing the nature of the modification and the reasons or circumstances necessitating the change.

16. Attachments for specific activities and circumstances. For each specific question, check 'Yes' or 'No' to indicate if the statement is applicable to a discharge or activity described in this application. Where 'Yes' is checked, attach the applicable form.

Specific Question	Yes	No	Applicable Form
A. Is this facility a publicly owned treatment works?			DEP Form: Publicly Owned Treatment Facilities (DEPLW1999-20)
B. Is this an existing discharge of industrial process wastewater?			EPA Form 2C
C. Is this to be a new discharge of industrial process wastewater?			EPA Form 2D
D. Is this a discharge of non-contact cooling water?			EPA Form 2E
E. Is this a discharge of non-process wastewater?			EPA Form 2E
E. Is this activity a concentrated animal feeding operation or an aquatic animal production facility?			EPA Form 2B
G. Is this a fish hatchery or rearing facility?			DEP Form: Fish Rearing Facilities (DEPLW1999-18)
H. Is this discharge of storm water associated with an industrial activity?			EPA Form 2F
I. Is this a food processing facility?			DEP Form: Food Processing Facilities (DEPLW1999-19)
J. Is this an application for the use of aquatic pesticides?			DEP Form: Aquatic Pesticides (DEPLW-141-A99)
K. Does this application involve a new or modified outfall structure?			DEP Form: Outfall Information (DEPLW1999-17)

<b>OUTFALL AND TREATMENT INFORMATION</b>
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Use attachments as necessary to provide details for each discharge point and treatment system.

17. Describe each discharge location. Include all overflows, bypasses, emergency discharge points, etc. Combined overflow points from municipal sewerage systems need not be listed.

Number	Description, volume and Receiving Water
_____	_____
_____	_____
_____	_____
_____	_____

18. If any discharges (other than combined overflow points from municipal sewerage systems) are intermittent or seasonal, please describe the nature, circumstances and duration of each.

19. Briefly describe current treatment facilities or methods for each discharge.

20. If this is a renewal application, please describe any modifications to the treatment facilities since the last permit application was filed.

21. Are new or expanded treatment facilities or outfall structures being proposed? \_\_\_\_ If so, please include a construction schedule. Plans and specifications must be submitted to the Department for review and approval prior to construction of the facilities.

22. If this application is for a new or increased discharge, include a statement that:

- A. describes in detail the nature of and reason for the requested increase in pollutant loading to the receiving water;
- B. if the Department determines that the discharge will diminish the remaining assimilative capacity of the receiving water, demonstrates that alternative methods to reduce or eliminate the increased discharge are not feasible. Include engineering and economic analyses that consider alternative methods of production, process controls, wastewater minimization methods, improved wastewater treatment methods and alternate disposal sites; and
- C. if the Department determines that the discharge will diminish the remaining assimilative capacity of the receiving water, demonstrates that the increased pollutant load will result in important social and economic benefits to the State.

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CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Additionally, by signing below, I certify that (1) notice of this application has been made by publication in a newspaper on or about \_\_\_\_\_ (a copy of the advertising form is included in this application); (2) notice has been provided to owners of land abutting the discharge site; and (3) notice and a copy of this application have been provided to the clerk of the municipality(ies) where the discharge is located. Further, if this is a new discharge over 25, 000 gallons per day, a public meeting attended by approximately \_\_\_\_\_ members of the public was held on \_\_\_\_\_. The forgoing steps have been taken in accordance with the instructions attached to this application and the provisions of Chapters 2 and 522 of the Department's rules.

By:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Assisting Parties. If the applicant has been assisted in preparing this application, the person assisting must sign below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Affiliation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Professional Registration or Certification: \_\_\_\_\_

See following pages for requirements on public notice, public meetings, pre-applications meetings and pre-submission meetings.....

Instructions for providing notices of the application. For all applications, the first 3 items must be completed. If the application is for a new discharge, you must also complete item 4.

1. *Publication of Public Notice.* Applicants for waste discharge permits are required to publish a public notice that the application is being filed with the Department of Environmental Protection. The notice must be published within 30 days prior to the application being sent to the Department. The notice should be published in the legal advertisement section of a daily or weekly newspaper having general circulation in the area where the discharge will occur. If the public notice is not published at the proper time or if the application is returned because it is incomplete, you may be asked to have the notice published a second time.

Using the form on the next page, fill in the blanks with the appropriate information. Strike out all of the items (CSO, multiple discharge sources, etc.) in the second paragraph that do not apply to your discharge. The form may then be sent to the newspaper that is to publish the notice. Additionally, include a copy of the form with the application filed with the Department.

2. *Notice to Abutters.* Applicants are also required to send a copy of the public notice by certified mail to all abutting property owners within 30 days prior to the application being filed with the Department.

3. *Notice to Municipal Office.* Applicants are required to send a copy of the public notice by certified mail to the town or city clerk of each municipality where the discharge is located within 30 days prior to the application being filed with the Department. Applicant must also file a duplicate copy of the application with each municipality.

4. *Public Meeting.* Where the application is for a new discharge of greater than 25,000 gallons per day, you must hold a public meeting in accordance with Chapter 2, Section 8, of the Department's rules. Notice of the meeting must be sent to abutters and the clerk of the municipality(ies) where the discharge is located at least 10 days prior to the meeting. Notice of the meeting must be published in the same newspaper used to publish the notice of filing.

After all required notices have been made, sign the statement on the Certification page of the application.

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NOTICE OF INTENT TO FILE  
MAINE WASTE DISCHARGE PERMIT APPLICATION

Please take note that, pursuant to 38 MRSA, Sections 413 and 414-A, \_\_\_\_\_ of \_\_\_\_\_ (name) intends to file a wastewater discharge permit application with the Department of \_\_\_\_\_ (address) Environmental Protection (DEP). The application is for the discharge of \_\_\_\_\_ of \_\_\_\_\_ (volume) to the \_\_\_\_\_ in \_\_\_\_\_, Maine. (describe waste source) (receiving water) (municipality)

*Include as applicable:*

*CSO:* Included in this application is the discharge from \_\_\_\_\_ Combined Sewer Overflows to \_\_\_\_\_ (number of points) (list all receiving water)

*Multiple industrial point sources:* The application includes \_\_\_\_\_ (describe all additional or secondary point sources) associated with the primary activity described above.

*Antidegradation:* The application proposes a new or increased discharge that may lower existing receiving water quality within its legal classification, and the application contains a statement regarding important social and economic benefits resulting from the activity causing the discharge, pursuant to 38 MRSA, Section 464.

*Mixing Zone:* The application includes a request for establishment of a mixing zone in the \_\_\_\_\_, inside of which classifications standards and uses not need to be met, (receiving water) pursuant to 38 MRSA, Section 451.

The application will be filed on or about \_\_\_\_\_ and will be available for public inspection at DEP's \_\_\_\_\_ (date) Augusta office during normal business hours. A copy may also be seen at the municipal offices in \_\_\_\_\_ (municipality).

A request for a public hearing or request that the Board of Environmental Protection assume jurisdiction over this application must be received by the DEP, in writing, no later than 20 days after the application is found acceptable for processing, or 30 days from the date of this notice, whichever is longer. Requests shall state the nature of the issue(s) to be raised. Unless otherwise provided by law, a hearing is discretionary and may be held if the Commissioner or the Board finds significant public interest or there is conflicting technical information.

During the time specified above, persons wishing to receive copies of draft permits and supporting documents, when available, may request them from DEP. Persons receiving a draft permit shall have 30 days in which to submit comments or to request a public hearing on the draft.

Public comment will be accepted until a final administrative action is taken to approve, approve with conditions or deny this application. Written public comments or requests for information may be made to the Division of Water Resource Regulation, Department of Environmental Protection, State House Station #17, Augusta, Maine 04333. Telephone (207) 287-3901.



### **Pre-application and pre-submission meetings**

**Pre-application meetings.** Pre-application meetings between the applicant and the Department are an opportunity for the applicant to determine the statutory and regulatory requirements that apply to a specific project and to identify a Project Manager for the application. The purpose of these meetings is to identify issues, processing times, fees and the types of information and documentation necessary for the Department to properly assess the project. The applicant shall consult the appropriate bureau Permit Assistance Coordinator to determine what information the applicant must provide before or during a pre-application meeting. Any applicant may request a pre-application meeting. The Department shall make a date available for the meeting as expeditiously as possible, but no later than 30 days from receipt of a written request and receipt of all information required for a pre-application meeting by the bureau. The Department shall prepare a written summary of all pre-application meetings.

For waste discharge permits, pre-application meetings are required prior to submission to or acceptance by the Department of an application for the following:

New wastewater discharge license for a discharge greater than 25,000 gallons per day (38 M.R.S.A. Sections 413, et seq.);

Projects requiring new or amended licenses involving more than two bureaus.

**Pre-submission meetings.** Pre-submission meetings between the applicant and the Department occur after the applicant has finished preparing the application for submission. These meetings are an opportunity to review the assembled application to ensure that the necessary information has been included prior to filing the application with the Department. An applicant may request a pre-submission meeting by contacting the Project Manager, or the Permit Assistance Coordinator for the bureau if no Project Manager has been identified. The Department shall make a date available for the meeting as expeditiously as possible, but no later than 20 days from receipt of a written request.

For waste discharge permits, a pre-submission meeting is required prior to submission to or acceptance by the Department of an application for the following:

Any application for which a pre-application meeting was held; or

Any application that has been previously rejected by the Department (see Chapter 2, Section 7-B of the Department's rules).

**Waivers.** The requirement of a pre-application or pre-submission meeting may be waived by written notice from the Department and agreement by the applicant. The Department will agree to waive a pre-application or pre-submission meeting if the Department is satisfied that such a meeting would be of no value in achieving the purposes noted above.

Note: The waiver of a pre-application or pre-submission meeting does not waive the public informational meeting required for new discharges of more than 25,000 gallons per day.